



# Indiana Department of Education

SUPPORTING STUDENT SUCCESS

## MEMORANDUM

**TO:** All Superintendents and Charter School Sponsors

**FROM:** Melissa K. Ambre, Director  
Office of School Finance

**SUBJECT:** 2011-2012 Textbook Reimbursement Data Submission

**DATE:** June 2011

This communication is provided to inform school officials of the process for submitting textbook reimbursement information for the 2011-2012 school year. The textbook reimbursement process has changed for the ensuing year. Please read the memorandum in its entirety.

### **Summary Cost and Reimbursement Claim Form 2011-2012**

Indiana Code 20-33-5-9.5, effective July 1, 2011, was added and applies to reimbursement by the state to schools and accredited nonpublic school made in calendar year 2012 and thereafter. Beginning with the school year 11-12 reimbursement from the state, the amount of reimbursement for a school or accredited nonpublic school will be based on the amount appropriated for the state fiscal year divided by the number of eligible students for which reimbursement was requested by all schools before November 1 of the previous calendar year.

Therefore, moving forward schools and accredited nonpublic schools will receive state reimbursement on a per student basis. The Department will calculate the reimbursement amount for each school based on the number of eligible students submitted on the "Summary of Costs and Reimbursement Claim Form 2011-2012 School Curricular Material Costs and Eligible Student Counts" submitted electronically between September 30 and October 31, 2011 at 12:00 p.m., which is the final collection date.

Schools and accredited non-public schools will still be required to submit grade level costs associated with textbooks for purposes of filing the electronic claim.

### **Retrieving and Reporting Individual Student Information**

Access the aged student data via the secure STN Application Center. Click the Administration menu and select Retrieve Student Data. Select Textbook Reimbursement Data from the file type pull down menu. Select the file format and click the download button. **Save the data to your computer.** The data must be modified to add new students, eliminate students no longer

## 2011-2012 Textbook Reimbursement Data Submission

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eligible for textbook reimbursement, and modified for students who were not promoted at the end of the 2010-2011 school year. Upon completion of all the student information, submit the student information file through the Application Center under the Data Transfer menu, Textbook Reimbursement. During the collection window you are required to submit a file and review the processing results for errors. If there are errors or inaccuracies, you may correct the data and resubmit the file until the end of the day of the final collection date.

*Notes: 1) If your corporation did not file a claim in 2010-2011, the data file will be blank except for the column headers. 2) STN COLUMN will be blank for all records. The STN number is a required data element for students claimed.*

### **Completing the Summary Claim Form for 2011-2012**

All student data must be submitted prior to completion of the Summary Claim Form. Once the student data has been submitted our system will aggregate the student counts by grade level. When you access the summary claim form from the secure STN Application Center the number of students per grade level will be pre-populated in the form for you based on the student information that was submitted by your corporation. You will then need to input the **TOTAL** cost of textbooks, workbooks, etc. into the claim by grade level. The claim form can be found under the Data Transfer, Input Forms, Textbook Reimbursement Claim Form. Total cost of textbooks entry into the summary claim form cannot be made until all student data has been submitted.

**The Department will calculate the allowable reimbursement based on the eligible student count for all schools. Schools are only submitting eligible student and textbook cost information.** The required collection/sign-off period begins September 30, 2011 through October 31, 2011, 12:00 p.m. (EST), which is the final collection date. The required sign-off period begins November 1, 2011 8:00 a.m. and will end November 7, 2011, 11:59 p.m. EST. The report must reflect the report totals in the Application Center. Data transfer and input form is NOT available. When a collection closes and the data are considered final by the State, no corrections or additions are allowed.

After filling in all required data, click the Calculate and Review button. This action will submit the claim to DOE. A message will appear giving you the option to review and make changes to the completed form. To review and make changes click Display Completed Form. Print, sign, and mail the completed form to the DOE at the address on the form by November 7, 2011.

The data layout for the submission of the individual student data is posted on the STN Application Center. The link is as follows:

<http://www.doe.in.gov/stn/pdf/1112Layouts/TB.pdf>

If you have questions about the submission of Textbook Reimbursement information, please contact staff in the Office of School Finance at 317-232-0840.

## School Textbook Cost Instructions Reimbursable Items

1) *Textbooks (including textbooks used in special education and gifted and talented classes)*

The term "textbook" means "systematically organized material designed to provide a specific level on instruction in a subject matter category, including a book, hardware that will be consumed, accessed, or used by a single student during a semester or school year, computer software and digital content."

To be reflected as a cost, the textbooks must have been adopted by the school corporation for use.

The Department of Education is required to review and evaluate curricular material alignment to the state academic standards, and publish the reviews on its website which governing bodies may use in making textbook adoption decisions.

2) *Workbooks (including workbooks used in special education and gifted and talented classes)*

The term "workbook" means consumable, copyrighted material used by students for no more than one (1) school year which supplements a textbook and is designed to guide the work of a student by providing questions, exercises, etc.

3) *Consumable Textbooks (including consumable textbooks used in special education and gifted and talented classes)*

The term "consumable textbook" means a consumable core instructional textbook used by students for no more than one (1) school year. In addition, consumable kit materials that are part of an adopted textbook are considered part of this category.

4) *Consumable Instructional Materials used in special education and gifted and talented classes.*

The term "consumable instructional material" means instructional material used by students for no more than one (1) school year. This category is for special education and gifted and talented classes ONLY.

5) *Developmentally Appropriate Material for instruction in Kindergarten through Grade 3, laboratories, and children's literature programs.*

The term "developmentally appropriate material" means material that is used instead of the purchase of a textbook.

Grade 1, 2, and 3 developmentally appropriate materials are for special education and gifted and talented classes as adopted by the governing body.



**Summary Cost and Reimbursement Claim Form**  
**Instructions for 2011-2012**

**Column 1 - Grade Level**

- a. Grade levels for Kindergarten through Grade 12 are represented.

**Column 2 - Number of Eligible Students (Pre-populated based on your student data submitted).**

- a. Only students who have met the eligibility determination for APPROVED FREE OR REDUCED PRICE MEALS or APPROVED FREE OR REDUCED PRICE MILK are eligible for textbook assistance.
- b. All eligible students, including eligible gifted and talented and special education students must be classified by grade.
- c. Each school must maintain complete and accurate information concerning the number of students determined to be eligible for assistance for State Board of Accounts audit.

**Column 3 - Total Cost of Curricular Materials**

- a. The cost of each textbook must be the price as listed as adopted by the governing body or the verifiable purchase price for open category textbooks and textbooks used in gifted and talented and special education. Do NOT use textbook rental costs or class fees of any type.
- b. Prorate textbooks which are shared by students and textbooks used on a quarter or semester basis.
- c. Kindergarten textbooks should be included as costs if the textbook has been adopted for use by the local governing body.
- d. Provide the TOTAL COST of textbooks for all eligible students at the appropriate grade level. Example: If the cost of textbooks for one third grade student is \$100 and you have 22 eligible third grade students, the total cost of textbooks is \$2,200.00.
- e. Textbooks which have been adopted by the governing body and textbooks for approved instructional open categories, gifted and talented education programs, and special education programs are the ONLY textbooks that should be listed.
- f. Supplies or class fees should not be included in this column. These expenses are the responsibility of the local school corporation and not included as costs on the form.

**Column 4 - Total Cost of Consumable Curricular Materials and Workbooks**

- a. Consumable textbooks are those which have been adopted by the governing body as well as those consumable textbooks for approved instructional open categories, gifted and talented education programs, and special education programs which have been adopted for use by the local school corporation and are used by students for no more than one (1) school year. These books might include approved primary grade math books, handwriting books, and similar textbooks.

Consumable kit materials that are part of an adopted (or waived) textbook are included on the form.

Workbooks are those consumable, copyrighted materials designed to supplement textbooks and guide the work of a student by providing questions, exercises, etc. Workbooks are used by students for no more than one (1) school year.

- b. The cost of each consumable textbook and workbook must be the price as listed on the official textbook adoption list(s) or the verifiable purchase price.
- c. Provide the TOTAL COST of consumable textbooks and workbooks for all eligible students at the appropriate grade level.

***Column 5 and Column 6 - Consumable Instructional Materials***

- a. ONLY consumable instructional materials for gifted and talented and special education may be listed.
- b. The cost of each consumable instructional material must be a verifiable purchase price. The Department has the authority to request purchase orders; therefore, you must maintain complete and accurate records regarding the cost of instructional materials.
- c. For school corporations sending students to a special education cooperative and being billed a flat instructional fee (not a tuition fee) for those students, the total fee may be listed as instructional materials and the textbook/workbook breakdown will not be necessary. You must maintain a bill from the cooperative that reflects the instructional fee charged and paid.
- d. Provide the TOTAL COST of consumable instructional materials for all eligible gifted and talented and special education students at the appropriate grade level in the appropriate column.

***Column 7 - Developmentally Appropriate Material***

- a. Developmentally appropriate material means material that is used instead of the purchase of a textbook.
- b. In an adopted category, the cost of developmentally appropriate material may be claimed for Kindergarten through Grade 3, laboratories, and children's literature programs.

In open categories, gifted and talented education programs, and special education programs, if a textbook is not purchased for a course, the developmentally appropriate material may be claimed for Kindergarten through Grade 3, laboratories, and children's literature programs.

- c. The cost must be amortized for the number of years in which the material is used and cannot exceed a total of 100 percent of the costs incurred. The cost of each developmentally appropriate material must be a verifiable purchase price. You must maintain complete and accurate records regarding the cost of developmentally appropriate materials.
- d. Provide the TOTAL COST of developmentally appropriate material for all eligible students.

**Column 8 - Total Costs (3+ 4 + 5 + 6 + 7)**

- a. Column 8 is the sum of Columns 3, 4, 5, 6, and 7. This represents, by grade, the total cost of textbooks and materials in the submission of your data.

**Column 9- DOE Use Only**

Column 9 will not be completed by schools but will be part of the final submission information returned by the Office of School Finance. Column 9 will reflect the total student funding for grades K-12. This should match the textbook reimbursement payment made by the Department.

**FINAL CHECKS**

- a. Summary Costs and Reimbursement Claim Forms from individual schools buildings are not acceptable. One form is to be submitted for each corporation.
- b. Collection period is September 30 through October 31, 2011.
- c. Be certain that the date, required signatures, and the phone number of the preparer have been included on the hard copy of the form submitted to the Office of School Finance by November 7th. Be sure to retain a copy for your records.

**SUMMARY COST AND REIMBURSEMENT CLAIM FORM 2011-2012  
 SCHOOL CURRICULAR MATERIALS AND ELIGIBLE STUDENT COUNTS**

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9
Grade Level	Number of Eligible Students	Total Cost of Curricular Materials IC 20-20-5.5	Total Cost of Consumable Curricular Materials and Workbooks	Total Cost of Consumable Instructional Materials for Eligible Gifted & Talented Students		Total Cost of Developmentally Appropriate Materials	Total Costs (3+4+5+6+7)	Total Reimbursement Allowed (DOE USE ONLY)
KG		\$ _____ + \$ _____	_____ + \$ _____	_____ + \$ _____		+ \$ _____ = \$ _____		\$ _____
01		\$ _____ + \$ _____	_____ + \$ _____	_____ + \$ _____		+ \$ _____ = \$ _____		\$ _____
02		\$ _____ + \$ _____	_____ + \$ _____	_____ + \$ _____		+ \$ _____ = \$ _____		\$ _____
03		\$ _____ + \$ _____	_____ + \$ _____	_____ + \$ _____		+ \$ _____ = \$ _____		\$ _____
04		\$ _____ + \$ _____	_____ + \$ _____	_____ + \$ _____		+ \$ _____ N/A = \$ _____		\$ _____
05		\$ _____ + \$ _____	_____ + \$ _____	_____ + \$ _____		+ \$ _____ N/A = \$ _____		\$ _____
06		\$ _____ + \$ _____	_____ + \$ _____	_____ + \$ _____		+ \$ _____ N/A = \$ _____		\$ _____
07		\$ _____ + \$ _____	_____ + \$ _____	_____ + \$ _____		+ \$ _____ N/A = \$ _____		\$ _____
08		\$ _____ + \$ _____	_____ + \$ _____	_____ + \$ _____		+ \$ _____ N/A = \$ _____		\$ _____
09		\$ _____ + \$ _____	_____ + \$ _____	_____ + \$ _____		+ \$ _____ N/A = \$ _____		\$ _____
10		\$ _____ + \$ _____	_____ + \$ _____	_____ + \$ _____		+ \$ _____ N/A = \$ _____		\$ _____
11		\$ _____ + \$ _____	_____ + \$ _____	_____ + \$ _____		+ \$ _____ N/A = \$ _____		\$ _____
12		\$ _____ + \$ _____	_____ + \$ _____	_____ + \$ _____		+ \$ _____ N/A = \$ _____		\$ _____
TOTAL		\$ _____ + \$ _____	_____ + \$ _____	_____ + \$ _____		+ \$ _____ = \$ _____		\$ _____

The undersigned certify that this report is true and accurate in accordance with IC 20-33-5-9 in every respect to the best of their knowledge and belief, and that no part of same has been paid by the State.

Date \_\_\_\_\_ Signature of Superintendent \_\_\_\_\_ Preparer's Name (Print) \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Return to: **Indiana Department of Education**  
**Office of School Finance**  
**151 W. Ohio Street**  
**Indianapolis, IN 46204**  
 Collection period is **September 30 through October 31, 2011**  
 Signed form must be received on or before **November 7, 2011**

County: \_\_\_\_\_ School No: \_\_\_\_\_ Approved by the State Board of Accounts  
 Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_ for Indiana Department of Education

**SUMMARY COST AND REIMBURSEMENT CLAIM FORM FOR 2011-2012  
 SCHOOL CURRICULAR MATERIAL COSTS AND ELIGIBLE STUDENT COUNTS**

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6
Grade Level	Number of Eligible Students	Total Cost of Curricular Materials IC 20-20-5.5	Total Cost of Consumable Curricular Materials & Workbooks	Total Costs (3+4)	Total Reimbursement Allowed (DOE USE ONLY)
K	_____	\$ _____	+ \$ _____	= \$ _____	\$ _____
1	_____	\$ _____	+ \$ _____	= \$ _____	\$ _____
2	_____	\$ _____	+ \$ _____	= \$ _____	\$ _____
3	_____	\$ _____	+ \$ _____	= \$ _____	\$ _____
4	_____	\$ _____	+ \$ _____	= \$ _____	\$ _____
5	_____	\$ _____	+ \$ _____	= \$ _____	\$ _____
6	_____	\$ _____	+ \$ _____	= \$ _____	\$ _____
7	_____	\$ _____	+ \$ _____	= \$ _____	\$ _____
8	_____	\$ _____	+ \$ _____	= \$ _____	\$ _____
9	_____	\$ _____	+ \$ _____	= \$ _____	\$ _____
10	_____	\$ _____	+ \$ _____	= \$ _____	\$ _____
11	_____	\$ _____	+ \$ _____	= \$ _____	\$ _____
12	_____	\$ _____	+ \$ _____	= \$ _____	\$ _____
TOTAL	_____	\$ _____	+ \$ _____	= \$ _____	\$ _____

The undersigned certify that this report is true and accurate in accordance with IC 20-33-5-9 in every respect to the best of their knowledge and belief, and that no part of same has been paid by the State.

Date _____	Signature of Principal _____	Preparer's Signature _____	Phone Number _____ ( ) _____
<b>Return to:</b>	Indiana Department of Education Office of School Finance 151 W. Ohio Street Indianapolis, IN 46204-2798	<b>Collection period is from September 30 through October 31, 2011</b> <b>Signed form must be received on or before November 7, 2011</b>	